

SPECIAL EVENT CHECKLIST

APPLICATION _____

\$25 FEE _____ Checks made payable: Town of Tiverton

MAP LAYOUT/DRAWN PLAN _____

INCLUDING LOCATION OF SANITATION FACILITIES, TENTS, WALLS, MAZES ETC.

All other applicable Permits/Licenses where needed: _____

Example: Agenda Request, Liquor License, Food Handlers(if serving food) Peddlers/Hawkers, Sound Variance, Recreation Usage Form, (DOT) Department of Transportation Parade/Event Permit etc.

LIABILITY/INDEMNIFICATION FORM WHEN USING TOWN PROPERTY _____

EVENT INSURANCE \$1,000,000 WITH THE TOWN NAMED AS THE ADDITIONAL INSURED. THIS MUST SHOW UP IN THE "DISCRIPTION" SECTION.

DISCUSS EVENT WITH THE FOLLOWING DEPARTMENTS:

POLICE _____ (401-625-6717) _____

FIRE MARSHAL _____ (401-625-6786) _____

BUILDING _____ (401-625-6715) _____

TAX CLEARANCE _____

CHAPTER 51 OF THE TIVERTON TOWN ORDINANCE SHOULD BE REVIEWED FOR PROPER COMPLIANCE. TIVERTON CODE OF ORDINANCES CAN BE FOUND AT https://www.municode.com/library/ri/tiverton/codes/code_of_ordinances

See attached forms below



TOWN of TIVERTON

Special Event Application

Applicant Information

Entity or Individual Responsible for Event: _____

Address: _____ City _____ State _____

Email: _____ Phone: _____

Special Event Information:

Non Commercial Entities and Individuals Event Held: Check one: (Indoor) _____ (Outdoor) _____

Location of Event: _____ Date of Event: _____ Hours of Event: _____

Expected number of Attendees: _____ Activities _____

Musicians or Entertainers Participating: _____ Amplified: _____

Drawn Plan _____ Tent/Structure Walls and Mazes included (Must Notify all applicable Departments for Inspections)

Location of Health and Sanitation Facilities _____ Vendors: _____

Detailed Description of Event

Sound Variance Needed _____

SPECIAL EVENT PERMIT REGULATIONS: Chapter 51 of the Town Ordinance should be reviewed for proper compliance.

- It is the Responsibility of the Entity or Individual to contact **Police, Fire, and Building Departments**.
- If requesting use of Recreation area, a copy of the **Recreation Usage** application must be provided, before submitting the special event application to the Town Clerks Office.
- If Serving Food: All Food handlers must have proper State Board of Health Approval.
- Parade events using public roads will also need DOT (RI State Department of Transportation) and Police approval. (Mapped out routes will be needed)

Fee: \$25.00

I certify that the above facts are true to the best of my knowledge

Signature of Responsible Party: _____ Date _____

Please verify information and make all necessary changes. Make checks payable to Town of Tiverton and return to the Office of the Town Clerk, 343 Highland Road, Tiverton, RI 02878.

Office Use Only

Date Filed with Town Clerk: _____

Date granted by Town Clerk: _____

Fire Approval _____ Detail(s) Needed _____

Police Approval _____ Detail(s) Needed _____

Recreation Application provided _____

Building Approval _____ Permits Needed _____

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

NOW COMES _____ (hereinafter " "),

EVENT SPONSOR

EVENT SPONSOR

and in consideration of the authorization by the Town of Tiverton (hereinafter, "the Town"), granted at the _____, Town Council meeting, to permit _____ to make use of Town including

PUBLIC HEARING DATE

EVENT SPONSOR

road, lands, and/or buildings on _____, for the purpose of _____,

EVENT DATE

EVENT DESCRIPTION

_____ agrees to indemnify, defend and hold harmless the Town and its officers, directors, employees and agents against any and all threatened or pending claims, actions, losses and damages of any kind (including all costs and expenses and reasonable attorney fees including costs incurred by the Town Solicitor) arising out of or in connection with the use of the Town's property and/or the negligent or willful misconduct or intentional wrong of _____, its employees or agents.

EVENT SPONSOR

EVENT SPONSOR

FOR _____:

EVENT SPONSOR

Signature

Print

Dated: _____, 2021